



# MAINE BOARD OF PHARMACY

Application information to assist in completing your application. This information is not designed to include all information on laws and rules and it is strongly recommended that you review applicable laws and rules.

## Mail Order Contact Lens Supplier

Do not return the informational pages with your application; it is for your information only

Department of Professional and Financial Regulation  
Office of Professional and Occupational Regulation  
(Mailing address) 35 State House Station, Augusta, ME 04333  
(Office location) Gardiner Annex, 76 Northern Avenue, Gardiner, Maine 04345

Office Direct Line (207) 624-8620 or Main Receptionist (207) 624-8603  
TTY users call Maine relay 711  
FAX (207) 624-8637

Web address: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)  
Email: [pharmacy.lic@maine.gov](mailto:pharmacy.lic@maine.gov)

## **INFORMATIONAL**

- ✓ Receipt of your application does not constitute entitlement to begin to ship contact lenses into Maine. While applications are logged in as 'pending' this does not mean a license has been issued. You must hold an active license in order to begin shipping into Maine. Processing time depends greatly on the completeness of your application.
- ✓ Your application has greater chance of being processed expeditiously if it is complete and all supporting documents are attached. Action on this application is posted to the web in real time. Please visit our website if you wish to monitor progress. If the status appears as Pending, this means that your application was received by this office and it is pending or under review. Once reviewed and if everything about your application is complete and complies with requirements, the license will be issued and the status will show as ACTIVE. If incomplete and a letter is being sent to you, the letter will be available for you to see online.
- ✓ Please refrain from calling our office to "check" on your application as these calls only serve to slow our ability to review and process applications. Information regarding the status of applications may be found at the Office of Professional and Occupational Regulation's website [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing). We appreciate your thoughtful attention to this request.
- ✓ Once your license is issued it is immediately visible online with an "active" status. Licenses are printed off site and require at least 14 business days for delivery.
- ✓ If there is an urgent need to contact us, please be advised that we will only discuss your application with the contact person named in the application to avoid miscommunications. This is done not only for your protection, but to also avoid any complications with too many hands involved, which generally leads to miscommunication or misunderstandings. Our goal is to streamline your process, not complicate it.
- ✓ Once your license is issued it is immediately visible online with an "active" status and you may begin to operate. Please be advised that licenses are printed off site and require at least 14 business days for delivery.
- ✓ Incomplete applications or documents that have been modified or altered in any way, including use of a white out substance will not be accepted and will be returned.

## **LAW AND BOARD RULE REFERENCE**

Information contained in this application is not a substitute for carefully reviewing applicable laws and rules. You may obtain a copy of the laws and board rules online at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)—click on 'List of Professions' then scroll to and click on 'pharmacy' which will bring to the Maine Board of Pharmacy web page. Please use the topic selection grouping in the blue panel to the left of your screen.

Notwithstanding, please pay particular attention to the following:

- 32 MRSA Chapter 117, Subchapter 5
- Board Rules, Chapter 11

## Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you located?** 76 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 AM to 5:00 PM weekdays
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be mailed to you.
- **How long does it take to process an application?** You can check our website: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing). Your license will show up as PENDING at first; as soon as your status is ACTIVE you are authorized to practice.
- **How far back do I go answering the criminal question?** Any conviction, ever.

## NOTICES

**BACKGROUND CHECK:** Pursuant to 5 MRS §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Professional and Occupational Regulation requires a criminal history records check as part of the application process for all applicants.

**PUBLIC RECORD:** This application is a public record for purposes of the Maine Freedom of Access Law (1 MRS §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

**SOCIAL SECURITY NUMBER:** The following statement is made pursuant to the Privacy Act of 1974. Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 36 MRS §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(c)(2)(C)(i)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRS §191.

### Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Answer the criminal background disclosure questions
- Sign and date your application
- Include correct amount (payable to Maine State Treasurer) or credit card information (plus signature)
- Include any required transcripts or exam results
- Make a copy of your application to keep for your records
- DO NOT SEND CASH.



**STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
COMPANY APPLICATION**

<b>APPLICANT INFORMATION (please print)</b>			
NAME OF MAIL ORDER CONTACT LENS SUPPLIER			
FEIN OR SSN			
PHYSICAL LOCATION OF THE MAIL ORDER CONTACT LENS SUPPLIER			
CITY	STATE	ZIP	COUNTY
MAILING ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # ( )		FAX # ( )	
PERSON RESPONSIBLE FOR COMPLETING AND SUBMITTING APPLICATION (must be an owner or officer of the entity)			
By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Professional and Occupational Regulation will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.			
<b>SIGNATURE</b>		<b>DATE</b>	

## Maine Board of Pharmacy

### Mail Order Contact Lens Supplier

### Required Fee: \$200.00 (Non Refundable)

*Office Use Only:*  
**CLS1421 - \$200.00**

*Office Use Only:*  
 Check # \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Cash # \_\_\_\_\_  
 Lic. # \_\_\_\_\_  
 Issue Date \_\_\_\_\_  
 Exp. Date \_\_\_\_\_

<b>PAYMENT OPTIONS:</b>	
Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:	
NAME OF CARDHOLDER (please print name on card)	
I authorize the Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation to charge my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD the following amount: \$ _____	
<input type="checkbox"/> <b>I understand that fees are non-refundable</b>	
Card number:	Expiration Date /
<b>SIGNATURE</b>	
<b>DATE</b>	

**SECTION 4: HOURS OF OPERATION WHICH A QUALIFIED REPRESENTATIVE WILL BE AVAILABLE VIA TOLL FREE TELEPHONE - note a.m./ p.m.**

**Toll-Free Telephone Public Access # \_\_\_\_\_**

Day	Open	Close
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**SECTION 5: OWNERSHIP.** Please check one and complete the appropriate block below.

- Sole Proprietor (*complete section A*)
- Partnership (*complete section B*) - If your partnership consists of 2 or more corporations, you must submit a list of officers and an organizational chart.
- Corporation (*complete section C*) - If you are a corporation, which includes LLC, you must submit a Certificate of Existence from the State of origin. For Corporations not organized under Maine law, a Certificate of Authority from the Maine Secretary of State is required. For assistance, call (207) 624-7752. Please be aware the application to file for a certificate of existence is not evidence of having been issued a Certificate of Authority.

<b>Section A - Sole Proprietor:</b> (Please type or print legibly)			
Owner Last Name	First Name	Middle Name	
Social Security Number			
Name of Business Entity			
Contact Address	City	State	Zip Code
Telephone Number	Fax Number		
( )	( )		
E-mail Address Website Address			

**INITIALS OF APPLICANT**

**SECTION 1: TYPE OF APPLICATION**

Initial Application     Change of Ownership     Change of Location    (*Rules Ch. 11 §3*)

Date of change \_\_\_\_\_

Previous License Number: \_\_\_\_\_

(this license will be terminated upon issuance of new license)

**Important, please read:** Refer to 32 MRSA §13752, Sec. 3. Please note that a license is not transferrable to another owner or a new location and is subject to a new application and licensure before you begin to operate under new ownership or in a new location.

**SECTION 2: CONTACT PERSON RESPONSIBLE FOR LICENSING**

Last Name	First Name	Middle Name
Contact Address	City	State, Zip Code
Telephone Number	Email Address	
(    )		

**SECTION 3: COMPANY INFORMATION**

<b>Name of Mail Order Contact Lens Supplier</b>	
Phone Number	Fax Number
(    )	(    )
Toll-Free Telephone Number	E-mail Address
(    )	
Web Address	DEA # ( <i>If applicable, see Board Rule, Chapter 11, Section 2(1)(E).</i> )
	# _____, <b>or</b>  <input type="checkbox"/> check here if not applicable (you must submit a written statement explaining why this is not applicable)
<b>All Trade Names or Business Names of the Mail Order Contact Lens Supplier</b>	

**SECTION 5: CONTINUED**

**Section B - Partnership:** List the name and address of each partner (please type or print legibly).  
*Please see Chapter 11, Sec. 2(1)(D)(1))* (If you need more space please use separate sheet)

<b>PARTNERSHIP INFORMATION:</b>			
Name of partnership			
Contact Address	City	State	Zip Code
Telephone Number		FEIN Number	
(     )			
E-mail Address			

**NAME AND CONTACT INFORMATION OF EACH PARTNER**

<b>Person Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	
Contact Address	City	State	Zip Code
E-mail Address		Telephone number	
		(     )	

<b>Person Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	
Contact Address	City	State	Zip Code
E-mail Address		Telephone number	
		(     )	

<b>Company Name</b>			<b>FEIN Number</b>
Contact Address	City	State	Zip Code
E-mail Address		Telephone number	
		(     )	

<b>Company Name</b>			<b>FEIN Number</b>
Contact Address	City	State	Zip Code
E-mail Address		Telephone number	
		(     )	

**INITIALS OF APPLICANT**

**SECTION 5 (Continued):**

<b>Section C - Corporation Ownership:</b> Please include an organizational chart. (Please type or print legibly) Please see Board Rule, Chapter 11, Sec. 2(1)(D)(2))			
Name of Corporation			
Assumed Name (d/b/a)			
Name of Parent Company, if any			
FEIN #			
Contact Address of Corporation	City	State	Zip Code
Physical Address of Corporation	City	State	Zip Code
Telephone Number	Fax Number		
(     )			
E-mail Address	Website Address		
Corporate Registration Certificate Number	Issued Under What Jurisdiction	Date	
Name of Registered Agent			
Contact Address for Registered Agent <i>If different from Corporation in Maine</i>	City	State	Zip Code
Physical Address for Registered Agent <i>If different from Corporation in Maine</i>	City	State	Zip Code
Telephone Number	E-mail Address/ Website Address		
(     )			

**INITIALS OF APPLICANT**

**SECTION 5-C (Con't): CORPORATION OWNERSHIP** Please see Board Rule, *Chapter 11, Sec. 2 (1)(D)(2)*

Is this corporation's stock traded on a major stock exchange and not over-the-counter

YES  NO  If, no complete the section below—List the name and contact address of each shareholder owning 10% or more of the voting stock of the corporation, including over-the-counter stock. Use a separate sheet of paper if needed.

1. Last Name		First Name		Middle Name	
Address		City		State	Zip Code
E-mail Address			Telephone Number		
			( )		
2. Last Name		First Name		Middle Name	
Address		City		State	Zip Code
E-mail Address			Telephone Number		
			( )		
3. Last Name		First Name		Middle Name	
Address		City		State	Zip Code
E-mail Address			Telephone Number		
			( )		
4. Last Name		First Name		Middle Name	
Address		City		State	Zip Code
E-mail Address			Telephone Number		
			( )		

**INITIALS OF APPLICANT**

**SECTION 5-C (Con't): CORPORATE OFFICER(S) AND DIRECTOR(S)**

1. Last Name	First Name	Middle Name	
Title			
Address	City	State	Zip Code

2. Last Name	First Name	Middle Name	
Title			
Address	City	State	Zip Code

3. Last Name	First Name	Middle Name	
Title			
Address	City	State	Zip Code

4. Last Name	First Name	Middle Name	
Title			
Address	City	State	Zip Code

**INITIALS OF APPLICANT**

**SECTION 5-D:**

<b>Section D - Limited Liability Company:</b>			
(Please type or print legibly)		<i>Please see Chapter 12, Sec. 2(5)(C)</i>	
Name of Limited Liability Company			
Assumed Name (d/b/a)			
Name of Parent Company, if any			
FEIN #			
Contact Address of Limited Liability Company	City	State	Zip Code
Physical Address of Limited Liability Company	City	State	Zip Code
Telephone Number	Fax Number		
( )			
E-mail Address	Website Address		
Names of Member and Manager Representing Applicant Before the Board			
Mailing Address of Representative	City	State	Zip Code
Telephone Number	E-mail Address		
( )			
Corporate Registration Certificate Number	Issued Under What Jurisdiction	Date	
Contact Address for Registered Agent <i>If different from Corporation</i>	City	State	Zip Code
Physical Address for Registered Agent <i>If different from Corporation</i>	City	State	Zip Code
Telephone Number	E-mail Address/ Website Address		
( )			

**INITIALS OF APPLICANT**

**SECTION 6: THIS SECTION TO BE COMPLETED BY A MAIL ORDER CONTACT LENS SUPPLIER OWNER OR OFFICER**

<p>Have you or has any corporate officer, owner, or the designated officer of this entity <b><u>ever</u></b> been convicted of any criminal offense? If yes:</p> <ol style="list-style-type: none"> <li>1. Provide a <u>detailed explanation</u> of the offense in the offender's own words on a separate sheet of paper.</li> <li>2. Attach a copy of the <u>Court Judgment and Decision</u>.</li> <li>3. If a motor vehicle criminal offense, attach a copy of a recent motor vehicle report.</li> </ol>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Has any state or territory of the U.S., province/territory of Canada, or any other jurisdiction <b><u>ever</u></b> denied this entity's, or a predecessor entity's application for any type of examination, professional license, certificate or registration, or taken any disciplinary action against the license issued in that jurisdiction (including, but not limited to, warning, reprimand, fine, suspension, revocation or restrictions in permitted practice, probation with or without monitoring)? If yes:</p> <ol style="list-style-type: none"> <li>1. List the jurisdiction(s) that denied its license or issued discipline and date of action:            State/Jurisdiction _____ Date _____            State/Jurisdiction _____ Date _____</li> <li>2. Submit a copy of the consent agreement or decision and order for each of the above.</li> <li>3. Provide a detailed explanation in your own words on a separate sheet of paper.</li> </ol>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Has this entity <b><u>ever</u></b> been denied registration by the U.S. Drug Enforcement Administration (DEA) or has this entity ever had a DEA Registration modified, restricted, suspended or revoked? Has any state or province denied, restricted, modified, suspended or revoked this entity's state permit to prescribe or dispense controlled substances? If yes:</p> <ol style="list-style-type: none"> <li>1. DEA action <u>OR</u> Other Entity (Name) _____</li> <li>2. Submit a copy of the official action by the entity.</li> <li>3. Provide a detailed explanation in your own words on a separate sheet of paper.</li> </ol>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

**INITIALS OF APPLICANT**

**SECTION 7: LIST OF JURISDICTIONS IN WHICH THE ENTITY HOLDS OR HAS EVER HELD A PHARMACEUTICAL LICENSE.**

On a separate sheet, list each state or jurisdiction the applicant has at any time held a pharmaceutical license, including controlled substance licenses.

The information must include the following:

State, Territory, Country	License Number & Lic Type	Date Issued	Expiration Date	Was discipline ever imposed? Yes / No
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Optional: For your convenience a form to report this information is available online from our applications and forms section entitled "Reporting Jurisdictions of Licensure."

If discipline was imposed, you must submit a copy of the consent agreement or order issued by the Board.

**SECTION 8: NOTICES**

**Please Note:**

Pursuant to 10 MRS §8003-G - any change in name, address, email address, criminal convictions, disciplinary actions, or any material change set forth in your original application for licensure must be reported to the Office within 10 days.

You can access this Law for your review at:

<http://www.mainelegislature.org/legis/statutes/10/title10ch901sec0.html>

**DID YOU ENCLOSE THE FOLLOWING:**

*Please review the list below to ensure you are filing a complete application. If the application is not yet complete, please wait until you have all of the required documentation to submit with this application.*

- ◇ Each section of the application is completed.
- ◇ Each page of the application, where noted, has been initialed.
- ◇ Signature present where noted.
- ◇ Payment in the amount of \$200 is enclosed.
- ◇ Most recent inspection report from the state in which the facility is located.
- ◇ Company Organizational Chart
- ◇ List of Jurisdictions you are/have been licensed in (*in the format given in section 7*).
- ◇ A signed copy of the consent agreement or order issued by the Board/Jurisdiction if discipline has been indicated.
- ◇ A copy of the Court Judgment and Decision if convicted of a crime, including a signed written statement, in your words, regarding the details of the crime.
- ◇ Certificate of Existence from your home state
- ◇ Maine Certificate of Authority

**INITIALS OF APPLICANT**

**SECTION 8: APPLICANT'S CERTIFICATION AND SIGNATURE**

Read the statement below and sign where indicated as your certification of the information provided on this application. Applications that are incomplete, altered (including use of any white out), defaced, or compromised will not be accepted and will be returned. This includes, but is not limited to, unanswered questions, lack of appropriate signature, information is illegible, missing required supporting documents, and/or missing or wrong fee.

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application I understand that the Maine Board of Pharmacy will rely upon this information for issuance of my license and that this information is truthful and factual. I further understand that sanctions may be imposed, including denial, suspension or revocation of my license, if this information is found to be false.

Printed Name of Applicant	Title
Signature of Applicant	Date
	
Signature of Person Responsible for Licensing	Date
	